# FRANKLIN D. ROOSEVELT

## PAPERS AS PRESIDENT

President's Secretary's File 1933 - 1945
(NUCMC 75-581)

Accession Nos.: 43-158, 43-210, 44-73, 44-92, 44-95, 44-100, 44-128, 45-10, 45-48, 47-35, 51-59, 52-3, 55-3, 56-9, 60-18, 73-51

These papers were donated to the Franklin D. Roosevelt Library by President Franklin D. Roosevelt. Roosevelt began shipping these Presidential materials to the Library in December 1942 but the bulk of this collection was received from his estate in November 1951. President Roosevelt donated his copyright interest in these papers to the United States Government; writings of other individuals are subject to copyright restrictions under Title 17 of the U. S. Code.

Quantity: 70 linear feet (approximately 140,000 linear feet)

Restrictions: These papers contain documents restricted in accordance with Executive Order 11652, and material that might be used to harass, embarrass, or injure living persons has been closed.

Related Material: The papers of Franklin D. Roosevelt as

President are divided into five major groups: the
Alphabetical File, the Official File, the President's
Secretary's File, and the Map Room Papers. Most of the
Library's other collections will also contain related material
on given topics.

The fourth group of papers in the Central Files was known as tent Confidential File. It contained material similar to that found in the other filing categories which had been designated confidential by the President or one of his secretaries or assistancts. It was arranged alphabetically by subject.

The boundaries between these file groupings were often vague and similar material can be found in both the Official File and the President's Personal File. In many cases both groups of papers will contain files on a particular subject or individual. Researchers should thus consult both files to be assured of seeing all the material on their topic.

To facilitate the use of the Central Files, the Office of the Chief of Files prepared an index of important individuals and subjects and also adopted a system of inserting cross reference sheets in other related files throughout the four groups of papers. When correspondence was received by the Office a classifier determined the appropriate file for the original document and so marked the covering letter. Notations were also made on the document to indicate the other files where abstracts of that particular correspondence would be placed. The correspondence then passed to a typist for the preparation of the required number of abstracts. Subsequently, filing clerks would file both the original papers and the abstracts.

With a few exceptions, all of the mail received at the White House (or a record thereof) would thus end up in the Central Files. Occasionally large amounts of correspondence concerning a particular subject would be referred to another agency without a record being kept. Secretaries and administrative assistants might also retain small amounts of correspondence in their own files. The President's personal secretary, while sending ordinary correspondence to the Central Files, also maintained a file of documents deemed special and confidential by the President.

The correspondence retained by the personal secretary was arranged alphabetically by subject into a Diplomatic File, containing confidential reports from American representatives abroad; a Department File, containing material from various government agencies; a Famous People File; Secret File with correspondence from individuals such as Winston S. Churchill and Joseph Stalin; a Spectal Studies File; and a General File. This material plus the Confidential File of the Central Files has been incorporated into what is known as the President's Secretary's File.

After the United States' entry into World War II, a White House Map Room was established in January 1942 under the supervision of the President's Naval Aide. This office also maintained files, arranged by subject, which are now known as the Map Room Papers. Included are wartime messages sent and received by the President,

The <u>President's Secretary's File</u> contains incoming and outgoing correspondence, memoranda, printed material, and newspaper clippings, deemed special or confidential, which were in the custody of the President's personal secretary. These papers, arranged alphabetically by correspondent or subject, are presently divided into five series as follows:

Safe File: Formerly security classified material, mainly from the World War II period. Includes files on United States government departments, a number of foreign countries, and important individuals. Containers 1-6.

Confidential File: Material similar to that in the Official File and the President's Personal File which was considered confidential by the White House filing staff. Once a part of the White House Central Files. Includes files on government departments and agencies, 1933 - 1945, and copies of State Department dispatches from a number of European countries and Japan, 1937 - 1943. Containers 6 - 23.

Diplomatic Correspondence: Confidential reports sent to the President from American representatives abroad, letters from royalty and heads of state, as well as State Department correspondence concerning particular countries, 1933 - 1945. Containers 23 - 53.

Departmental Correspondence: Confidential material sent to the President from the Departments of Agriculture, Commerce, Interior, Justice, Labor, Navy, Post Office, State, Treasury, and War, 1933 - 1945. Containers 53 - 91.

Subject File: Includes files on lesser government agencies, members of the Executive Office of the President, other public officials and personal friends, 1933 - 1945. Also material on personal affairs of the Roosevelt family, Hyde Park and Warm Springs. Grace Tully's White House correspondence after the President's death are filed in containers 167 and 168. Containers 91 - 174.

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               Arcadia
               Army Air Forces
               Atlantic Charter
                     (1)
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               Beaverbrook, Lord
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               F - General
               Federal Communications Commission
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               H - General
               Hawaii
               Joint Board (Army-Navy)
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                    1936-40
                    1942
                    1943
                    Jan. - June 1944
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              Office of Petroleum Coordinator for War*
              Office of Scientific Research & Development
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<sup>\*</sup>Oversize Material

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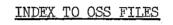
6/8-13/42 #585-604

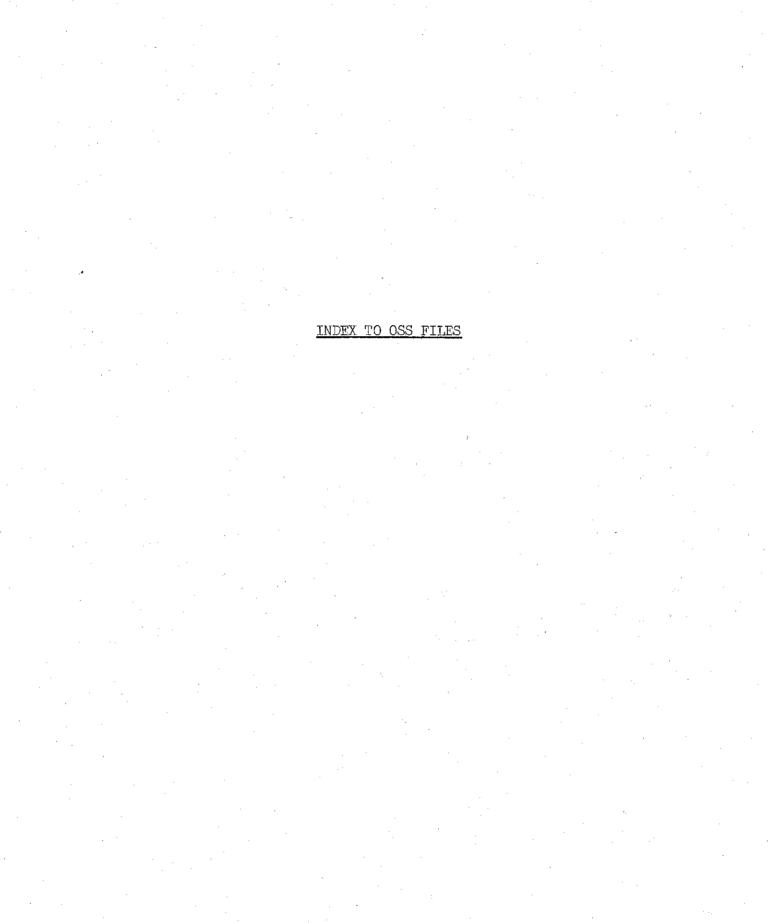
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This index covers the several files on the Office of Strategic Services and its predecessor organization, the Office of Coordinator of Information, located in the President's Secretary's File (PSF). These files contain approximately 7,500 pages of material, mainly reports sent to the President by Col. William J. Donovan, the Director of the Office of Strategic Services. Material from 1941 and early 1942 is largely concerned with the psychological warfare activities of the Office of Coordinator of Information while reports dated from July 1942, after the establishment of the Office of Strategic Services, summarize information which that agency received from its filed gents. Donovan sent reports to the President almost every day; on many days several were received. However, in these files, there are very few reports from the period July 1942 through the end of 1943. Many reports dating from the early months of 1944 are filed in Safe File: Office of Strategic Services.

Most documents have only one index entry and in indexing the emphasis has been placed on the country or area that the various reports are concerned with. There are only occasional entries for individuals and other subjects such as a Post-War Intelligence Organization. Sub-headings have been used for countries such as Germany, France, and Yugoslavia for which there is a large amount of information. Also documents which contain information on individual countries may be indexed under entries covering larger geographical areas, for example, Yugoslavia – see also the Balkans.

AFRICA (see also NORTH AFRICA)

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ALASKA (see also ARCTIC REGIONS)

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17 Nov. 41 (D); 6 Mar. 42.

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AUSTRALIA (see also FAR EAST)

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17 Dec. 41; 19 Oct. 43 (C); 11 Nov. 44; 17 Nov. 44; 22 Jan. 45; 7 Mar. 45.

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6 Mar. 45.

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11 Dec. 44.

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FAR EAST (see also entries for individual countries)

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# FINLAND (see also SCANDINAVIA)

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# Cables Received and Sent by Vichy (Texts in French)

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20 Mar. 44 (A).

# **GERMANY**

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28 Nov. 41 (D); 26 May 42.

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16 Aug. 43 (C); 20 Mar. 44 (A); 2 Aug. 44; 12 Oct. 44; 7 Feb. 45; 23 Mar. 45.

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20 Jan. 42; 18 May 42.

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9 Feb. 45; 24 Feb. 45; 26 Feb. 45; 8 Mar. 45; 9 Mar. 45; 10 Mar. 45; 12 Mar. 45; 13 Mar. 45; 13 Mar. 45; 21 Mar. 45; 22 Mar. 45; 29 Mar. 45; 1 Apr. 45; 4 Apr. 45; 10 Apr. 45 (C).

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21 Nov. 41 (D); 24 Nov. 41 (D); 8 Dec. 41 (D); 13 Dec. 41.

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26 Jan. 42; 9 Feb. 42; 20 Feb. 42; 27 Feb. 42; 19 Mar. 42; 26 Mar. 42; 2 Apr. 42; 8 Apr. 42; 16 Apr. 42; 29 Apr. 42; 7 May 42; 13 May 42; 14 May 42; 20 May 42; 20 May 42; 4 June 42.

# GREAT BRITAIN

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11 Apr. 42; 1 May 42; 22 May 42; 8 June 42.

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28 May 42; 17 June 43 (C).

LATIN AMERICA (see also OFFICE OF STRATEGIC SERVICES: Organization, Operating Function, Cooperation with Other Agencies; entries for individual countries)

13 Dec. 41 (D); 15 Dec. 41; 17 Dec. 41; 20 Dec. 41; 24 Dec. 41; 30 Dec. 41; 8 Jan. 42; 5 Feb. 42; 26 Mar. 42; 30 Mar. 42; 13 Apr. 42; 27 Apr. 42; 22 May 42; 5 Dec. 44.

LEBANON (see also NEAR EAST)

8 June 42.

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16 Dec. 41; 5 June 42.

Political Conditions in

20 Dec. 41; 31 Jan. 42; 31 Jan. 42 (D); 8 Apr. 42; 8 Dec. 44.

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# OFFICE OF STRATEGIC SERVICES

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20 Dec. 41 (D); 20 Dec. 41; 20 Jan. 42.

# OFFICE OF STRATEGIC SERVICES

Research and Analysis Branch

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# OFFICE OF STRATEGIC SERVICES

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22 Dec. 41; 23 Dec. 41 (D); 13 Feb. 42; [2 Mar. 42?] 5 Mar. 42; 23 Apr. 42; 9 July 44.

OFFICE OF WAR INFORMATION, ESTABLISHMENT OF (see OFFICE OF STRATEGIC SERVICES: Organization, Operating Functions, Cooperation with Other Agencies)

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# PSYCHOLOGICAL WARFARE

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# SABOTAGE, COUNTERACTION AGAINST

18 Dec. 41.

## ST. NAZAIRE RAID

31 Mar. 42; 1 Apr. 42.

SAUDI ARABIA (see also NEAR EAST)

26 Jan. 42; 14 Mar. 42.

TIMOR (see also PORTUGAL)

13 July 44.

TURKEY (see also NEAR EAST; THE BALKANS)

24 Nov. 41 (D); 26 Mar. 42; 13 May 42; 10 July 44.

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13 Dec. 41; 13 Dec. 41; 15 Dec. 41; 17 Feb. 42.

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30 July 42 (D); 20 Mar. 44 (A); 10 Oct. 44; 13 Dec. 44; 16 Dec. 44; 21 Dec. 44; 30 Dec. 44; 3 Jan. 45; 8 Jan. 45; 8 Jan. 45; 9 Jan. 45; 11 Jan. 45; 12 Jan. 45; 15 Jan. 45; 16 Jan. 45; 17 Jan. 45; 20 Jan. 45; 22 Jan. 45.

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King Peter - Conversations with Churchill

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